

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK**



GUIDELINES TO FILING MAILING LIST

Northern District of Texas L.B.R. 1007.2(a)(2) and 1009.1(a), which became effective on April 15, 1997, address the required format for filing the mailing list of creditors and supplements to such lists. The Debtor, Joint Debtor, Debtor's attorney, and trustee are no longer listed on the mailing list. The creditors mailing list may also be submitted on computer diskette. Mailing list filing requirements and the technical requirements submitting the list on diskette are attached.

These rules also require the Debtor(s) or their attorney to sign and file a verification of the mailing list. This form should be attached as a cover page to all mailing lists filed.

Mailing lists for Debtors which are partnerships must include the names and current mailing addresses for each general and limited partner. For Debtors which are corporations, the mailing list must include the name and current mailing addresses of present officers and directors, or if none, the immediate past officers and past directors.

Failure to file the mailing list in compliance with Northern District of Texas L.B.R. 1007.2(a) and 1009.1(a), may be cause for dismissal of the case for failure to comply.

**TAWANA C. MARSHALL
CLERK OF COURT**

MAILING LIST FILING REQUIREMENTS

The mailing list for bankruptcy petitions must be submitted in the following format:

Typed on blank, unlined, standard white 8½ x 11" bond paper or on diskette (see Technical Requirements for Diskette below), using upper and lower case letter quality characters, no smaller than 10 point nor greater than 14 point, in either Courier, Times, Roman, Helvetica, or Orator. **Bold type or all CAPS should not be used.**

Typed in a single column with no letters closer than 1½ inches from any edge of the paper and left justified.

Typed with no more than nine (9) creditors per page. Each block must consist of no more than 5 lines total for each creditor, with at least 2 blank lines between creditors. Titles such as Dr., Mrs., etc. should not be used. **Do not type** "Notice Only" as part of the address.

Each line must be no more than forty (40) characters in length including spaces. The attention line or account number, if any, must be on the second line of the block. The city, state, and zip code must be on the last line. Use two letter state abbreviation in capital letters only, e.g. TX. Nine (9) digit zip codes should be separated by a hyphen (-).

TECHNICAL REQUIREMENTS FOR DISKETTE

If filing mailing lists on diskette, the following criteria must be met:

Must be on a 3.5" diskette.

Immediately after entering the zip code for each address, press enter (or Return) to ensure that there are no spaces on the lines after the zip code.

A printed copy of the mailing list must be submitted. [Note: The list of creditor names and addresses on the diskette and on the printed copy must comply with Northern District of Texas L.B.R. 1007.2(a)(2) and 1009.1(a).]

Make sure there are no partial or incomplete addresses after reviewing the printed list of creditors.

The mailing list must be written on the diskette in a text (ASCII) file. [Note: any word processor may be used to create the mailing list, however, the file must be saved in a text or ASCII format].

Each diskette must be labeled with the Debtor's name and the name and firm name of the Debtor's attorney.